

1 SEPTEMBER 1998



Personnel

**PROMOTION ENHANCEMENT
PROGRAM (PEP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes controls and eliminates reactionary management for the Promotion Enhancement Program (PEP). The primary objective is to keep a level of grades and skills commensurate with the Reserve mission. It implements AFD 36-25, *Military Promotion and Demotion*. This instruction applies only to AFRC assigned personnel of the 944th Fighter Wing.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Promotion Enhancement Program Policy:

1.1. The PEP is designed to promote outstanding and well deserving USAF Reserve (USAFR) personnel one grade over the Unit Manning Document (UMD) position to which assigned and those airmen blocked for promotion under unit vacancy in the ranks of Staff Sergeant (SSgt) through Senior Master Sergeant (SMSgt). Only those individuals that clearly demonstrate outstanding potential will be considered for promotion under PEP.

1.2. Promotions are based on USAFR needs for specific grades. Promotion quotas will be controlled by HQ USAF/RE. Promotion quotas will be provided by reserve forces computer model projections based on desired manning levels. Promotion quotas will be allocated to Numbered Air Force (NAF) based on the number of PEP eligible airmen by grade (E-6/E-7) within each NAF as of December and June of each year. NAFs will sub-allocate quotas to their subordinate wings. Wing submission nominations for E8/E9 will be determined by the NAF based on the number eligible within each subordinate wing. The number of nomination packages for all PEP promotions should be structured by the NAF/Wing CC and do not exceed three packages per promotion quota. This policy may be modified by the NAF/Wing CC for E-9 promotions due to the quota policy established by HQ USAF for this grade. This will ensure the PEP remains selective and promotes only the most deserving personnel.

1.3. Promotion cycles will be twice a year. The promotion months are April and October with eligibility cutoff dates of February and August. Individuals must meet eligibility requirements prior to the first day of the cut-off month.

1.4. Date of Rank (DOR) under this program will be established IAW AFI 36-2604, *Service Dates and Dates of Rank*, and will be the first day of the PEP promotion month unless the individual promoted has previously held the grade to which being promoted and a DOR adjustment is appropriate. DOR adjustments should be reflected on AF Form 224, **Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force**, by the Military Personnel Flight (MPF) prior to orders publication. Effective date of PEP promotions will be the date of orders effecting the PEP promotion.

1.5. PEP promotions will not be used when computing vacancies for unit vacancy promotions.

2. Promotion Authority. Promotion authority is delegated to wing commander for promotion to Technical Sergeant (TSgt) and Master Sergeant (MSGT) under PEP for all subordinate units. The 10 AF commander is the promotion authority for promotion to Senior Master Sergeant and Chief Master Sergeant. Nominations may be denied consideration at any level in the chain of command.

3. Promotion Eligibility:

3.1. Individuals must meet eligibility requirements as outlined in AFI 36-2502 *Airman Promotion Program*, Table 4.2 with the exception of being assigned to a higher UMD position or be in a higher UMD position within an Air Force Specialty (AFS) and a unit where a vacancy does not exist IAW AFI 36-2502, Table 4.2, Note 1.

3.2. Individuals must be recommended by unit commander or designated representative.

3.3. Individuals must not be more than one grade over authorized grade for which being nominated.

3.4. Individuals with unexcused absences are not eligible for PEP consideration.

4. Unit Responsibilities:

4.1. All agencies involved with PEP submissions will:

4.1.1. Ensure PEP packages are constructed and contain documentation consistent with the provisions of this instruction.

4.1.2. Ensure personnel assigned as an overage to their position are not submitted.

4.1.3. Ensure individuals being considered for PEP are not on or in any phase of the Weight Management Program (WMP).

4.1.4. Ensure that no more than the prescribed quota per grade are submitted. Quotas will be distributed to each unit by the wing commander.

4.2. The MPF will:

4.2.1. Establish local suspense for submission of PEP packages.

4.2.2. Review PEP packages for completeness and accuracy. Ensure that nomination letter details and PEP brief information match.

4.2.3. Ensure nominees meet criteria as stated in paragraph 3. of this instruction.

4.2.4. Formulate and coordinate local boards to be held in February and August. Career Enhancement Chief will serve as recorder.

4.3. Unit Commanders will:

4.3.1. Review and sign all nomination letters.

4.3.2. Sign in the appropriate blocks on the AF Form 224.

4.4. The Wing Commander will:

4.4.1. Appoint board members to include one Colonel and two CMSgts. There must be a general representation among functional agencies within the wing.

4.4.2. Review and sign minutes and AF Form 224 for E-6 and E-7 selectees.

4.4.3. Endorse all packages being forwarded to NAF (E-8 and E-9 candidates) for competition at that level.

5. PEP Board Scoring:

5.1. Each Panel member will evaluate and assess each nomination package ([Attachment 2](#)) by using the whole person concept ([Attachment 3](#)).

5.2. Each panel member's evaluation will be based on the rating scale of 6 through 10 in one-half increments ([Attachment 3](#)). Once the evaluation is complete, each panel member will assign a numerical score to the individual nomination package. The lowest possible score will be no less than 18 and the highest score no more than 30.

5.3. After panel review, voting member's score will be tabulated and recommendations will be ranked then forwarded to the wing commander for approval/disapproval.

6. Procedure/Package Composition:

6.1. Nomination letters must be on plain bond paper (8 1/2 X 11) and no more than two standard size pages in length. The letter will be in bullet format with subtitles as shown in [Attachment 2](#).

6.2. The PEP folder will be a dark blue two-pocket folder. It will be labeled with a gum label on the front cover, centered with the top edge of the gum label approximately one inch below the top right hand side of the folder. The left pocket will contain the nomination letter. If the nominee is being submitted for consideration for promotion to E-8 and E-9, include a proposed endorsement for the wing commander directly behind the nomination letter ([Attachment 4](#)). The right pocket will contain AF Form 224 with Section I and the commander's signature completed.

6.3. Upon receipt of unit nomination packages, the wing commander will convene a PEP promotion review panel to consider all nominees.

6.4. After wing panel review finalization, the Career Enhancement Office (944 MSS/DPMSQ) will forward statistical summaries to 10 AF/CCS. Summary information will include panel members, number considered by grade, number selected and ART/non-ART breakdown.

6.5. 944 MSS/DPMSC will update all PEP promotions. Update of automated personnel data systems (APDS) will be accomplished by updating Grade Status Reason (DIN GAD) to 7 0 which will automatically update over grade code (DIN JBW) to L. Use over grade Code L for all grades when applicable. When the over grade condition does not exist (i.e., a TSgt is promoted to MSgt and is filling a

valid MSgt position), then the over grade code (DIN JBW) and the expiration date (DIN JBY) will be updated to the Not Applicable (N/A) value.

6.6. Upon completion of NAF verification, each NAF will authorize the wing authentication and publication of AF Form 224 and updating of APDS.

CRAIG S. FERGUSON, Col, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-25, *Military Promotion and Demotion*

AFI 36-2502, *Airman Promotion Program*

AFI 36-2604, *Service Dates and Dates of Rank*

Attachment 2**PEP NOMINATION LETTER FORMAT****PEP Cycle**

I recommend _____ for PEP promotion to the grade of _____.
(GRADE/NAME)

FACTS AND SPECIFIC ACHIEVEMENTS: (Identify what places this individual above his/her peers in job performance. Include breadth of experience, i.e., current/past job experience and related civilian experience. Identify participation above and beyond requirements, i.e., exercise participation, special projects, etc.)

LEADERSHIP/MANAGERIAL SKILLS: (Describe those leadership/managerial abilities that make the individual superior to his/her peers, include promotion potential and individual strengths.)

SIGNIFICANT SELF-IMPROVEMENT: (Include comments pertaining to military/civilian education, PME, technical schools, seminars, meetings, or conferences that benefit the USAFR and/or unit mission.)

OTHER COMMENTS: (Any additional comments to support the recommendation. May include honors and awards not identified on RIP, involvement in community affairs, organizational/professional qualities or membership, communication skills and/or any areas that contribute to the overall image or betterment of the Air Force Reserve.)

(SIGNATURE OF UNIT COMMANDER)

Attachment 3**WHOLE PERSON CONCEPT****FACTOR****EVALUATE**

Performance Nomination	Letter
Professional Competence	Expertise within Specialty
Leadership Nomination	Letter (Positions assigned)
Job Responsibility	Nomination Letter (Scope & Responsibility)
Breadth of Experience	PEP Brief
Specific Achievements	Awards/Decorations
Education	Level/Utilization

POTENTIAL

SCORING SCALE

LOWEST IN QUALITY/POTENTIAL	6.0	
WELL BELOW AVERAGE	6.5	BELOW AVERAGE
SLIGHTLY BELOW AVERAGE	7.0	
AVERAGE	7.5	AVERAGE
SLIGHTLY HIGHER THAN AVERAGE	8.0	
STRONG RECORD	8.5	ABOVE AVERAGE
FEW COULD BE BETTER	9.0	
OUTSTANDING RECORD	9.5	OUTSTANDING
ABSOLUTELY TOPS	10.0	

Attachment 4**SAMPLE****(For E-8 & E-9s Only)**

1st Ind, 944 FW/CC, PEP Nomination Letter, PEP Cycle_____

MEMORANDUM FOR 10 AF/CCS

SMSgt Joseph A. Smalls is an exceptional SNCO. His expertise in the life support field and management skills are second to none. Under his guidance and supervision, his life support section has become a model for ACC. He exemplifies the role of the citizen airman concept. He is a credit to himself and the Air Force Reserve. Promote to Chief Master Sergeant.

CRAIG S. FERGUSON, Col, USAFR
Commander